

PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: O. W. Dudley, III
From: L. M. Cummings *Leavis*
Subject: RECORDS MANAGEMENT PROGRAM

Date: November 25, 1991

Following is a quarterly status report on the Records Management Program implementation in the Leaf Department.

Training on the transfer and disposal phase of the Records Management Program was completed for the Leaf Department on September 24. The diskettes to capture the inventory of Leaf Department active records were distributed to all Leaf areas during these training sessions. Sixty seven percent (67%) of these areas have already recorded their inventories onto the diskettes and returned them to Records Management. We will begin generating the transfer and disposal notices for your department as soon as the five (5) remaining Leaf areas have turned in their diskettes. At that time, the transfer and disposal of records in accordance with your approved retention schedule should begin.

Reconciliation of inactive Leaf records in storage with your approved departmental retention schedule was completed during this reporting period. As a result of this process, 254 rolls of microfilm and 34 cartons of records were destroyed. An additional 44 cartons were deducted from our backlog of records to be microfilmed. One-hundred percent (100%) of the Leaf Department records in inactive storage are now being fully managed according to your approved departmental retention schedule.

Vital records procedures were established for the protection of cigarette, flavor and blend formulas maintained in the Leaf Department on September 25. Copies of these procedures are maintained by Records Management and legal counsel.

Audit procedures were sent to the PM USA Legal Department and outside counsel for review and approval on September 4, 1991. These procedures outline the objectives of a Records Management Program compliance review as well as the steps for determining if the Records Management Program requirements are being fulfilled. Management notification, reporting requirements and audit frequencies have also been addressed. I will let you know when these procedures have been approved.

A disposal suspension release for records relating to the Lamb vs. Philip Morris case was received from the PM USA Legal Department on October 28. The Leaf Department records coordinator was notified of this release along with other departmental coordinators throughout the company. These coordinators were reminded to include this documentation in Appendix B of their Records Management Manual so that this information would remain current.

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"ONLY BEING THE BEST WILL KEEP US FIRST"

Again I would like to thank you and Jane Newchok for your continuing support of the PM USA Records Management Program. Also attached is a breakdown of the Leaf Department showing implementation progress on the final phase of the Records Management Program. If you have any questions or need more information, please let me know.

Attachment

c: A. J. DeBaugh, Esq.
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FILE: P34-C641

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